



DELAWARE JUDICIARY FAMILY COURT

Non-Merit Position
(This position is exempt from the State of Delaware Merit System
and the Judicial Personnel Rules)

Posting: 01192021-FCHrDir

DIRECTOR OF HUMAN RESOURCES

Opening Date: January 19, 2021 **Closing Date:** February 2, 2021

Salary: \$55,375 - \$69,219 per year (Minimum - Midpoint) Pay Grade 18*

Recruiting For: Family Court

Location: City of Wilmington (Leonard L. Williams Justice Center)

*Salary applicable for this position is based upon the qualifications of the individual applicant.

Summary Statement: This is an exempt position appointed by and serving at the pleasure of the Chief Judge of the Family Court. The incumbent reports to the Court Administrator and is responsible for the human resources strategic planning and execution for the Family Court (33 Judges/Commissioners and more than 300 employees).

Essential Functions:

- Plans, organizes, coordinates and implements all human resources functions related to Family Court
- Supervises human resources staff
- Develops, recommends, evaluates and implements human resources policies, procedures and related activities
- Provides technical guidance, direction and information to senior management, Chief Judge, and Court Administrator that are aligned with and meet the court's goals and objectives
- Advises management on human resource issues by identifying and resolving problems and needs
- Performs related work as required

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Failure in any one area will result in a rating of "not qualified." Applicants must meet each of the following qualifications:

1. Possession of a Bachelor's Degree or higher in Human Resource Management, Public Administration, Business Administration, Psychology, Sociology, Behavioral Science, Political Science, or related field; **OR** possession of a SPHR, PHR, IPMA-CP, IPMA-CS, or equivalent professional human resource certificate; **OR**, for current State employees, the Office of Management and Budget Human Resource Certification.
2. Three years of experience in human resource management applying human resource theories, principles, and models to the administration of at least one of the following functional areas: labor/employee relations, benefits, job classification, compensation analysis, organizational development, pension, recruitment, selection, or EEO/AA.
3. Six months of experience in policy administration which includes planning, developing, implementing, and evaluating policies and procedures.
4. Six months of experience in establishing goals, objectives, and priorities in accordance with an organization's overall mission.
5. Knowledge of staff supervision which includes planning, assigning, reviewing, and evaluating the work of others.
6. Experience in narrative report writing.
7. Ability to communicate courteously and effectively, both orally and in writing.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the website at <https://dhr.delaware.gov/benefits/>.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> and click on "apply" next to the job posting. Then complete the Judicial Branch Non-Merit Employment Application in either Microsoft® Word or PDF format. Applications should be submitted prior to the closing date stated on this announcement by one of the following methods:

- Send your completed application as an e-mail attachment with the words "Director of Human Resources " in the subject line to: FC_APPS@delaware.gov (**preferred method**); or
- Fax your application to: 302-255-2202 Attention: Human Resources; or
- Mail your application to :
Family Court of Delaware
Human Resources
500 N. King Street, Suite 3500
Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will NOT be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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